

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C 325PAGE  
NO. 1 of 6

## 1. Requesting Agency

BALTIMORE COUNTY

## 2. Division or Bureau of Requesting Agency

OFFICE OF CENTRAL SERVICES

## 3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b>PURCHASE ORDERS</b></p> <p>Dates: 1955 to present Size: 8 1/2 x 11 File Arrangement: Numerically and alphabetically</p> <p>The standard Purchase Order form for the Office of Central Services which is used by all County departments, is serially numbered and has the following copies: white (original), green, pink, yellow and goldenrod.</p> <p>Two types of purchase orders are written. The first are those covering short term, housekeeping kinds of materials and services, limited as to dollar costs, which are completed during the fiscal year. The second are contract-agreement-lease type which may be active for a long period of time or which may require special treatment because of their size in dollars. These purchase orders are of such dollar size that they require advertising for bidders and sealed openings of the bids. These latter are put into individual folders and treated separately until they are completed. In both cases the goldenrod and the green copies are referred to. The pink copy would be considered the copy of record since it stays in Finance until the invoice is paid and is then attached to the voucher where it remains for ten years in accordance with (continued on next page)</p>	

Central Services

County Auditor

For Baltimore County:

Director

County Administrator

## 7. Agency, Division or Bureau Representative

Signature

Records Management Officer

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

NOV 8 1968

Date

Archivist

DEC 17 1968

Date

Secretary

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1.	<p>Baltimore County - Central Services</p> <p>PURCHASE ORDERS (continued)</p> <p>Retention Schedule, Finance - Vouchers, Schedule C-295, Item 1 before destruction.</p> <p>The procedure is as follows. The requisition is negotiated and then the purchase order written. The green, pink and goldenrod copies are sent to Budget for approval and then to Finance for encumbrance of the money where the pink copy is retained and the green and goldenrod sent back to Central Services with the proper okays. The goldenrod copy goes into a file in Central Services in numerical order which is their check of all purchase orders written. The white copy is then sent to the vendor.</p> <p>The green and yellow copies are then sent to the original requisitioner. When shipment has been completed, the green copy with all packing slips and receivers is sent back to Central Services and the yellow retained by the requisitioner for his reference purposes. A special notice of approval for payment is made up which includes the receivers and packing slips and sent to finance which authorizes payment of the invoice to the vendor. The green copy is then filed numerically and the goldenrod alpha- betically in Central Services and closes out their transaction.</p> <p>When the check is written in Finance, a duplicate of it becomes a voucher and to this is attached the pink copy of the purchase order and all other pertinent paper. This is what is kept for ten years as mentioned above.</p> <p>RECOMMENDATION: KEEP THE GREEN AND YELLOW COPY OF THE PURCHASE ORDER FOR THREE YEARS AFTER COMPLETION, THEN DESTROY.</p>	
2.	<p>REQUISITIONS</p> <p>Dates: 1955 to present Size: 6 3/4 x 6 1/2 File Arrangement: Numerically</p> <p>The Central Service's requisition is a serially numbered standard form used throughout the County to order materials, agree- ments, services, etc. There are two copies, the pink being held by the requisitioner and the white to Central Services for execution. The Department of Public Works requisitions on a three copy numbered form. The original yellow copy is sent to the Office of Central Services, the grey copy is kept by Administrative Services and the pink is retained by the requisitioning agency. The form requires sufficient detail so that the buyer can intelligently make a purchase and write a purchase order.</p> <p>RECOMMENDATION: KEEP FOR THREE YEARS AFTER THE PURCHASE ORDER IS WRITTEN, THEN DESTROY.</p>	

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3.	<p>Baltimore County - Central Services</p> <p>SUB-ORDER RELEASES</p> <p>Dates: 1955 to present Size: 5 1/2 x 8 1/2 File Arrangement: Attached to numerically filed purchase order</p> <p>A Sub-Order Release is a partial order against an active purchase order and is an authorization for the vendor to ship whatever is described against the purchase order. There are a white, pink, green, yellow and goldenrod copy similar to those of a purchase order and these are handled exactly like a purchase order in every detail.</p> <p>The white copy goes to the vendor, the pink copy stays in Finance attached to the original purchase order, the green copy is eventually attached to the goldenrod copy of both the sub-order release and the original purchase order and the yellow copy stays with the requisitioner.</p> <p>RECOMMENDATION: KEEP THE GREEN COPY OF THE SUB-ORDER RELEASE AS A PART OF THE BLANKET PURCHASE ORDER SUBJECT TO THE CONDITIONS OF THE RETENTION SCHEDULE OF THE BLANKET PURCHASE ORDER.</p>	
4.	<p>GOODS RECEIVED MEMORANDUM</p> <p>Dates: 1960 to present Size: 6 1/2 x 8 File Arrangement: Attached to filed purchase order</p> <p>This is an acknowledgement of a partial shipment against a Purchase Order or a Sub-Order Release which permits the vendor to be paid for the partial shipment or for the partial services rendered. There are three copies, the white (original), the yellow and the blue.</p> <p>The department receiving the goods keeps the yellow copy and sends the blue and the white along with the receivers, packing slips, etc. to Central Services. The blue copy is attached to the goldenrod copy of the original purchase order and the white copy with the receivers, packing slips, etc. is sent on to Finance in order that the vendor might be paid for the partial shipment.</p> <p>RECOMMENDATION: KEEP THE BLUE COPY OF THE GOODS RECEIVED MEMORANDUM AS A PART OF THE BLANKET PURCHASE ORDER SUBJECT TO THE CONDITIONS OF THE RETENTION SCHEDULE OF THE BLANKET PURCHASE ORDER.</p>	

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5.	<p>Baltimore County - Central Services</p> <p>LEASE AND GUARANTEED MAINTENANCE FOLDERS</p> <p>Dates: 1955 to present Size: 8 1/2 x 11 File Arrangement: Numerically and alphabetically</p> <p>These are folders into which an individual purchase order is placed because of the special nature of the purchase order. Also in the folder is placed all of the paper work involved in the contracts, leases, agreements and detailed blueprints and instructions. As in the case of some leases of office space, certain agreements are made relative to maintenance and to changes in the areas which require blueprints and tracings of wiring, plumbing, etc. Often leases cover a considerable period of time.</p> <p>It is suggested that the information in these folders be microfilmed for operational and security reasons, annually.</p> <p>RECOMMENDATION: KEEP THE FOLDERS FOR TEN YEARS AFTER THE COMPLETION OF THE LEASES, AGREEMENTS OR CONTRACTS, THEN DESTROY.</p>	
6.	<p>CAPITAL IMPROVEMENT CONTRACT FOLDERS</p> <p>These purchase orders frequently are concerned with long term contracts as in road, bridge, building or utilities work, and are therefore open for a long period of time. The purchase order is handled in the same manner as under Section 1 except that the yellow copy is retained in the contract folder of Central Services and only the green copy returned to the requisitioning agency. The folders contain all of the detail and correspondence connected with the contract.</p> <p>It is suggested that the information in these folders be microfilmed annually for operational and security reasons.</p> <p>RECOMMENDATION: KEEP THE FOLDERS FOR FIVE YEARS AFTER COMPLETION OF THE CONTRACT, OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	

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7.	<p>Baltimore County - Central Services</p> <p>PERSONAL PROPERTY RECORD OF THE COUNTY</p> <p>Dates: 1960 to present Size: IBM printouts and 8 1/2 x 11 files File arrangement: Numerically and by department serial</p> <p>For the most part this is the IBM printout by/numbers of the personal property of the County government. Serially numbered metal tags are placed on all County equipment and permanent materials. When this is done, the numbers are recorded with the location, account number, description and value. Thus lists may be easily obtained/any one of the subdivisions from data processing.</p> <p>RECOMMENDATION: KEEP A 5 YEAR RECORD, THEN DESTROY.</p>	
8.	<p>EMPLOYEE HEALTH AND LIFE INSURANCE FILES</p> <p>Dates: 1955 to present Size: 4" x 6" card File arrangement: Alphabetically by employee</p> <p>These cards contain all of the basic information necessary and related to Blue Cross and life insurance policies of County employees. Any changes or updating is noted on the back of the card so that the complete record is always available. If a card becomes full, a new card is stapled to it and the record continues.</p> <p>When an employee leaves the County, the cards are transferred to a closed file.</p> <p>RECOMMENDATION: KEEP AS A PERMANENT RECORD.</p>	
9.	<p>WORKMAN'S COMPENSATION CLAIMS</p> <p>Dates: 1955 to present Size: 8 1/2 x 11 folders File arrangement: Alphabetically by employee</p> <p>These folders contain all of the paperwork and information involved in each individual claim and its result.</p> <p>RECOMMENDATION: KEEP AS A PERMANENT RECORD.</p>	

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10.	<p>Baltimore County - Central Services</p> <p>AUTOMOBILE LIABILITY POLICIES AND CLAIMS</p> <p>Dates: 1955 to present Size: 8 1/2 x 11 folders File arrangement: Alphabetically</p> <p>These folders contain all of the policies and paperwork involved in claims by the County.</p> <p>RECOMMENDATION: KEEP AS A PERMANENT RECORD.</p>	
11.	<p>GENERAL OFFICE AND CORRESPONDENCE FILES</p> <p>Dates: 1955 to present Size: 8 1/2 x 11 folders File arrangement: Alphabetically</p> <p>These files contain general information, copies and duplicates of letters and correspondence, records and forms, housekeeping information related to the department of a current nature and such other current data that might have some reference value at the time. These files are purged annually and such information or originals of a record nature are placed in their proper divisional files.</p> <p>RECOMMENDATION: KEEP FOR THREE YEARS, THEN DESTROY.</p>	